



VACANCY NOTICE - CONTRACT AGENT

Job title	Internal Control Assistant – Internal Audit Assistant
Reference	EC-2026-MENA-516368
Application deadline	26.10.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Middle East, North Africa and the Gulf (MENA)
Unit	Resources Management and Internal Control (MENA.01)
Place of assignment	Brussels
Domain*	External Relations
Contract type and Function Group	Contract Agent 3b FG III

*please use one of the standardised domains that can be found [here](#)

About us

The Directorate-General for the Middle East, North Africa and the Gulf (DG MENA) is the entry point of the Commission for all countries in these three regions. The DG aims to develop strong partnerships with these countries based on mutual interest, to ensure common sustainable prosperity and resilience. To achieve this, it brings together different strands of work within the Commission and supports partners with the technical and financial instruments of the European Union.

The Unit Resources Management and Internal Control aims at ensuring the effective management and development of the human and financial resources of DG MENA, comprising of staff in Brussels and in EU Delegations in the MENA region. The Unit comprises of five teams, dealing with strategic HR management, budget, IT support, internal control and audit, and document management.

About the role

We offer an Internal Control Assistant/Internal Audit Assistant position within a unit of highly motivated and committed colleagues at the heart of the newly established DG MENA. Under the direct supervision of the Team Leader, you will contribute to the implementation and follow up of the internal control and audit programme of the DG, in particular

- contribute to the implementation of the internal control and risk assessment systems of DG MENA;
- contribute to the monitoring of internal control procedures via internal control monitoring criteria;
- coordinate European Court of Auditors (ECA) audits within the DG, as well as follow up and monitor implementation of resulting recommendations;
- contribute to the preparation of replies to ECA reports (annual reports, special reports, reviews) and clearing letters and ensure the quality control of the replies.



We offer a stimulating working environment with room for initiative, a focus on simplification, and a strong culture of result orientation and delivering together.

Qualifications, experience and skills

We are looking for a dynamic, highly responsible, and motivated colleague. The ideal candidate should possess the following profile:

- Experience: At least 3 years in the domain of Audit, Control and Inspection is essential;
- Experience: At least 1 year in the domain of Audit, Control and Inspection, which involves working relationships with the European Commission, is an advantage;
- High stress resistance and perseverance to remain flexible and open to new demands in a dynamic environment. The candidate must be able to act proactively and autonomously while sharing knowledge and collaborating as part of a team;
- A proficient command of English and French are required.

How to express your interest?

You should send your documents in a single pdf in the following order:

1. Your CV
2. Completed application form

Please send these documents by the publication deadline to **MENA-01@ec.europa.eu** indicating the selection reference **EC-2026-MENA-516368**

Eligibility

For eligibility, please consult [this page](#) with all the information needed.